

SES-000-87
28 July 1987

MEMORANDUM FOR: DISTRIBUTION

FROM: GE/SES Configuration Management Staff

SUBJECT: Operational DR and RFC Processing

1. In order to facilitate the generation, assessment and tracking of Requests for Change (RFCs) and Discrepancy Reports (DRs), a database structure has been set up by the SES. Along with the database, some tools are available to assist in the generation of RFCs and DRs in the proper format.

2. Terminals are available in the GE/SES area to input data into the RFC and DR forms in softcopy. This method of reporting problems is encouraged to reduce the amount of rekeying of material. If you have your own PC and would like an ASCII copy of the forms come and see Bill, Scott, or Laird to get a diskette. You can then load the forms into your word processor and fill them out at your desk. Then save the completed forms in ASCII and return them to the SES area. If you do not have a PC or do not wish to do the forms in softcopy, stop by and pick up some blank forms. If you have any questions, feel free to come and ask.

3. This program is aimed at making the RFC and DR process simpler for you. You are encouraged to stop by and ask questions. The SES staff will be glad to show you how to use our terminals or provide you with the desired tools and/or assistance in generating RFCs and DRs.

Scott Carpenter

Office Writer Instructions

1. From the OW main menu, press F1 to create a new document. Enter a name of eight or less characters, press the G0 key (grey "+" key).
2. Fill out the banner information (optional). Press the Go key.
3. Press ALT-F1 to load the boilerplate form. At the prompt, enter RFCINPUT, then R and press G0.
4. Press F4, ALT-(Right Arrow) and move the right margin to 80 columns, then G0.
5. Press ALT-R for a RFC form or ALT-D for a DR form. Your cursor is at the bottom of the page. Press PgUp to go to the top of the page. Now just fill in as many blanks as possible. Do not use the RETURN, TAB, DEL or INS keys. Try to stick to the cursor keys for moving around the form. Try not to use more than the allotted space. If you need more room, go to the Continuation section at the bottom of the form.
6. You can access the on-line OW help screen by pressing ESC at any time.
7. If you want to spell check the form press ALT-F3, then F2. When you are done with the form, press F10. If you want a print out of your input, press F3 and then G0, otherwise press F10 again to exit.
8. You can have more than one form per document. When you are finished with the first, just press ALT-R or ALT-D again to bring up another blank form. Follow the procedures in step 7 when you are through.

ASCII Instructions

1. The diskette has two ASCII files saved on it. One, RFCINPUT.ASC is a blank RFC form, the other, DRINPUT.ASC is a blank DR form. Using the procedures that your word processor requires, convert and load the blank forms onto your PC.
2. Your format should be set for a full 80 characters of text.
3. Fill in the blanks in the form being careful not to exceed the allowed space. If you need more room, go to the continuation block at the end of the form.
4. When you are done, save the file in ASCII (or convert it to ASCII) to a diskette and bring the diskette to the SES staff. The file will be transferred to our system and the diskette returned to you for further inputs.

FBIS
Discrepancy Report

Problem Identification:

DR Number:

Date Submitted:

Problem Date:

Problem Time:

Priority:

System:

Subsystem:

Hardware Configuration:

Model #:

Serial #:

Software Configuration:

Application:

Version:

Database:

Procedure:

Reference:

Affected Documents:

Title:

Number:

Scenario:

Location:

Prior Ops:

Originator:

Phone Number:

Problem Description:

Analysis:

Corrective Action:

References/Documentation:

Impact:

Related Problems:

Action Completed by:

Approval:

Continuation:

.

FBIS
Request for Change

Title:

RFC Number:
Date Logged:
Proponent:
Approval for Submittal:
Originator:
Affected Documents:
 Title:

Contract Number:
Priority:

Date:
Phone Number:

Number:

Need for Change:

Description of Change:

Cost/Schedule Impact:

Date Closed:

Result